

How to use the INEZ Platform

Website Address: inez.ai

Front End Features:

To Register a New Client:

- Click on **Register** located in the top right-hand corner on the page.
 - A pop up box will appear.
 - Select your account type (Current tenant or New tenant)
 - Enter your first name.
 - Enter your last name.
 - Provide your full registered company name.
 - Create a username (**this will be used to sign into the website**).
 - Enter your email address of preference.
 - Provide your physical company address.
 - Input your phone number of preference (**Please start your phone number with 1246**).
 - Create a password.
 - Agree to terms and conditions.
 - Finally, click **register**.
 - After registration, you must **login**.
- **Important: DO NOT USE** "connect with Facebook" or "sign in with Google".

Request to Rent a Space:

- After you login on the home page.
- Scroll down until you find the listing of the rental spaces.
- There should be tabs of different Parishes.
- Select the tab of your preference.
- If you do not find a rental space of your choice.
- Click view all listings.
- Scroll and select your preferred rental space.

- Below the chosen space, there will be a form to fill out:

- Enter your name.
- Input your phone number.
- Provide your email address.
- Select the option "***I am renting***".

Choose the type of rental:

- Commercial
- Industrial
- Restaurant

- ***Contract Term:***

- This is for how long you want to rent the space.
- The maximum duration to rent a space is **1 year**.
- If you wish to rent for more than a year, after your initial year is up, your contract will be reviewed and possibly renewed.

- ***Contract Start Date:***

- For existing clients: Please set the date to **1st of the current month**
- For new clients requesting a space: Set the start date for the **first of the next month**.

- Note: All contracts should start on the first of every month.

- **Business Registration and References:**

- In the “**Business Registration Document**” field, upload your business registration/CAIPO documents.
- Provide two references, in the field marked “**Two References**”.
- If you're an existing client, you can use the same two references as before.

- **Proof of Signatory**

- This is a letter stating you are the person who is authorized to sign on the company's behalf.

- **These three fields are mandatory. If they're left blank, the form can not be submitted.**

- **Company's Tamis Number**

- This is the number you would have received after you registered the company with the Barbados Revenue Authority.

- **Company number:**

- This can be found on your business registration certificate.

- **Preferred Payment Method**

- Choose your preferred payment method Bank Transfer or Credit/ Debit Card

- **Purpose of Rent:**

- specify what you intend to do with the rented space.

- **Agree to the terms of use.**

- Beneath this, there's an option to "**click to view sample contract**".

- ****Important****: You must be registered on the INEZ platform, for the form to be submitted

